

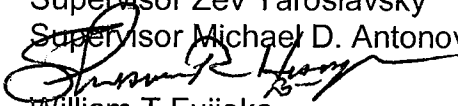


County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 5, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON RECORDS MANAGEMENT PROGRAM

On February 18, 2003, your Board instructed the Chief Executive Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. In June 2008, we executed a one-year Agreement with Deloitte Financial Advisory Services, LLP (Deloitte) to assist the County in fully implementing the Records Management Program. We have made substantial progress towards establishing the County of Los Angeles Records and Archives Program with the guidance and assistance of Deloitte.

To date, records inventories have been compiled by departmental records coordinators, and draft retention schedules are being created by Deloitte and sent to departments for review. The draft retention schedules will then be validated by County Counsel for regulatory compliance, before approval by department heads. This Office will then submit the retention schedules for your Board's approval. In addition, the Project Oversight Committee (consisting of representatives from this Office, your Board's Executive Office, Chief Information Office, and County Counsel) is reviewing the various deliverables of this project, after which Deloitte will finalize based on the Committee's feedback.

Since our most recent status report dated February 23, 2009, we have accomplished the following:

- Met on a weekly, and sometimes more frequent, basis with Deloitte, in conjunction with the Project Oversight Committee, to monitor contract compliance and project implementation;

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Each Supervisor
May 5, 2009
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- Met with the Historical Landmarks and Records Commission, in conjunction with Deloitte, and provided an update on the overall project;
- Worked closely with Deloitte project staff members and departments to help ensure that each department has thoroughly and accurately updated their records inventories, and that staff fully understand the methodology for preparing, completing, and using these inventories; and,
- Held two meetings in conjunction with Deloitte and Departmental Records Coordinators to assess progress, address issues, answer questions, and discuss next steps.

We will also be developing recommendations for your Board on assignment of responsibility for managing the County's Records and Archives Program on an ongoing basis and related funding needs.

Over the next few months, we will continue to work with Deloitte towards successful implementation of the Records Management Program. Other major deliverables of the project include an updated Records Management and Archival Plan, Records Management Policies, Records Retention Program Procedures Manual, CEO Records Program Manual, Artwork Methodology Management Report, Archival Records Management Guidelines, eRecords Feasibility Analysis, Records Center Feasibility Report, and Staffing Requirements.

The next quarterly status report will be provided to your Board on or before July 31, 2009. If you have any questions regarding this status report, please contact me, or your staff may contact the Countywide Records and Archives Coordinator, Kary L. Golden at 213.974.1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
FC:KLG:pg

c: All Department Heads
Chair, Historical Landmarks and Records Commission
Deloitte Financial Advisory Services, LLP